

Augusta Recreation and Parks Department

RENTAL FACILITIES

Cleanup Checklist

Renter _____ Date _____ Number of Guests _____

This is a list of cleanup responsibilities that must be completed to receive a refund of your deposit.

Superintendent must check each section below and have renter sign.

KITCHEN		UPSTAIRS ROOMS (Boathouse & Old Government House)	
1. Stove clean		1. All tables clean & wiped off	
2. Oven clean and racks in place		2. Pick up all trash	
3. All tables, counters and sinks clean		3. Empty trash	
4. Refrigerator clean		4. Vacuum carpet	
5. All trash placed in the dumpster		5. Check outside deck for trash (Boathouse)	
6. All trash cans washed out		UPSTAIRS RESTROOMS	
7. Sweep & mop floors		1. Pick up all trash	
8. Food & drink stains spot mopped		2. Empty Trash	
9. Walk-In Cooler clean (Boathouse)		3. Clean counters & sinks	
BATHROOMS		4. Toilets & urinals flushed	
1. Pick up all trash		5. Floors swept	
2. Empty trash		OUTSIDE AREA	
3. Clean counters & sinks		1. Pick up trash at front & back entrances	
4. Toilets & urinals flushed		2. Sweep front entrance if birdseed is present	
5. Floors swept		Items borrowed (must be returned at end of event):	
ALL BANQUET AREAS			
1. All tables clean & wiped off			
2. Return tables & chairs to storage area			
3. Check carpet for damages			
4. Clean mantles (Old Government House)			
5. Pick up all trash			
6. Vacuum carpet			
7. Remove trash from DJ Stand (Boathouse)			
8. Dust mop hardwood floors (clean any food or drink stains)		Damages or Comments	
HALLWAY, LOBBY AND FOYER			
1. Bar areas clean			
2. Tables clean & wiped off			
3. Return tables & chairs to storage area			
4. Pick up all trash			
5. Sweep & mop floor			
6. Vacuum carpet area			

Person Responsible for Clean up:

Signature _____ Date _____

Superintendent's Signature _____ Date _____